

9. DROPPING OF SUBJECTS (Online)

This service is given to officially enrolled students in a given semester who wish to officially drop some of their enrolled subjects. The last day of dropping of subjects is one week before the start of the midterm examinations.

Office or Division:	Registrar and Admission Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Officially enrolled students in a given semester			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Must be officially enrolled Dropping Form			Registrar and Admission Division QCU Website: qcu.edu.ph	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the dropping form and send it to the assign email address of the specific courses: <ul style="list-style-type: none"> • BS Industrial Engineering and BS Electronics Engineering and Bachelor of Early Childhood Education - urd.bseng@qcu.edu.ph • BS Entrepreneurship course - urd.bsentrep@qcu.edu.ph • BS Information Technology course - urd.bsit@qcu.edu.ph • BS Accountancy course and BS Management Accounting urd.bsa@qcu.edu.ph • General Education Units (phased-out) urd.gened@qcu.edu.ph • Technical Education (phased-out) techvoc.urd@qcu.edu.ph • Senior High School (phased-out) urd.shs@qcu.edu.ph 	1.1 Receive and check the dropping form 1.2 Process the request 1.3 Email the student of the updates on their request 1.4 Furnish list of Officially Dropped students to the respective colleges.	None	20 minutes *processing time may vary depending on the bulk of emails * Emails beyond office hours will be attended on the next office hour	Registrar's Staff
Receive thru email the processed dropping form through email		None		
	TOTAL:		20 Minutes – regular period 3 working days peak period	

*Processing time may vary depending on the bulk of emails

*Emails beyond office hours will be attended on the next office hour